

COIN Basic Training Directions & Details

Training facility

Hanover Sheriffs Office
7522 County Complex Road
Hanover, VA 23069
(804) 365-6110

Class times

9:00 a.m. – 2:00 p.m.
Lunch break around noon
Lunch not provided

Dates

Wednesday, March 1, 2006
Wednesday, April 5, 2006
Wednesday, May 3, 2006
Wednesday, June 7, 2006

Training materials to bring with you

Bring your COIN logon ID and password.

Directions to facility and parking

From I-95 take Exit 92 (Rt. 54 East) towards Hanover. Travel approximately 5 miles to the intersection with Rt. 301. Turn right onto Rt. 301. Travel approximately one-half mile and turn left onto County Complex Rd.

Directions on Hanover Sheriff's web site: <http://www.co.hanover.va.us/maps2.htm>

Reimbursement

If a government-owned vehicle is not available, mileage will be reimbursed through COIN at \$0.325 per mile.

Registration

To register, contact Nikki Outlaw by phone at 804-225-3223 or by email at nikki.outlaw@scb.virginia.gov.

COIN – Constitutional Officers’ Information Network

Basic Training Agenda

Reimbursement and Personnel Processing Systems

Class times: 9:00 a.m. – 2:00 p.m.

I. Welcome and Housekeeping

II. COIN sign on

III. Navigational Paths and Tools

IV. Personnel Sub-System

- A. Personnel History**
- B. Personnel Actions available**
- C. Update Employee Information screen (Demographic)**
- D. Regrade by Law (Sheriffs only)**
- E. December Salary Increase**

LUNCH (on your own)

V. Reimbursement Sub-System

- A. Monthly Reimbursement**
- B. Fund Transfers**
- C. Substitute Prosecutors (Com Attys only)**
- D. Clerk’s Excess Fees (Clerks only)**
- E. Reimbursement Processing**